

How to use the CTP Templates

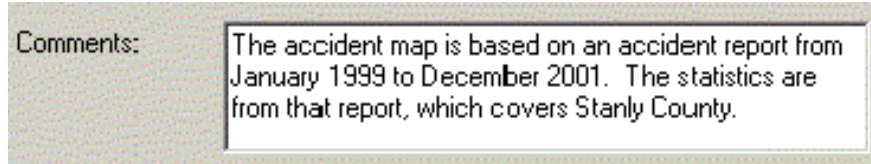
The following are directions on how to use the templates. These directions assume that every layer you need has been created for each of the elements. All of the CTP maps and figure templates for the report can be download from the Model Unit web site at <S:\WEB\mrdWeb\mrd\mapTemplates.htm>

RULE #1: Read all of the directions before using the templates.

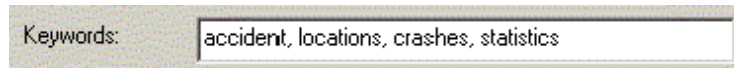
Overarching Directions:

Do not change anything in the maps' legend. The only exception is that each person will create the legend on the cover sheet.

Click File → Map Properties → Comments. Please type all of your comments in this window.



Those comments should include location of layers, naming convention of fields for layers, and dates of information. The above comments help the next person viewing the map to understand that there needs to be an update to the information. The other fields for this window should also be filled in with up to date information.



Uncheck save thumbnail image of map. This will help load and save the map faster in the future.

Click data source options... → check store relative path names.

Change the scale and the north arrow to resemble the planning area.

To change the photos, click... insert → picture → open the folder that has the picture and click open. **The photo must be a .gif or converted to a .gif format.** If you have any problems, please see the GIS person in the modeling unit.

To add the Comprehensive Transportation Plan symbols, right click on a layer → Properties → Symbology → Add symbol... → navigate to the S:\Shared\ TPB Reference\ Comprehensive Transportation Plan\ Comprehensive Transportation Plan.style. Once this is added to the symbol list, scroll down to the bottom of the symbols and the CTP symbols will appear.

The Cover Map



1. Open Internet Explorer and go to the Modeling Unit web page and open the files from there. All of the CTP maps and figure templates for the report can be download from their web site. S:\WEB\mrdWeb\mrd\mapTemplates.htm

If for some reason the web page does not open, open the file folder window and go to the S:\Shared\TPB Reference\ Comprehensive Transportation Plan\ Cover Map.

2. Click on the Cover Map and run the program. Just a reminder that there are three options of Cover Map layouts for you to use, but it must be the same layout throughout the series of maps.
3. The Cover Map template will appear with several boxes located on the top of the template and on either side of the template. These boxes contain directions on how to modify things in the template.




IMPORTANT: Delete the boxes once you have corrected the information for your area. If the maps are plotted or larger than 11x17, the boxes will be plotted in the map.

4. Right click on the Planning Area Name text → properties. A window entitled properties will appear and type in the name of the planning area. When you are finished, click okay and the new name will appear.

If you have difficulty clicking on the text, click on the zoom-in layout tool button and zoom-in to the text.

5. Right click on the County Name text → properties. A window entitled properties will appear and type in the county name. When you are finished, click okay and the new name will appear.
6. Right click on the Plan date text → properties. A window entitled properties will appear, type in the plan date, and click okay. See Standards.CTP.10Aug2004 on the S:\Shared\TPB Reference\ Comprehensive Transportation Plan for clarification of what the plan date means.
7. Right click on the Base map date text → properties. A window entitled properties will appear, type in the base map date, and click okay.
8. Right click on the planning area name in the adopted by section and change the name same as the above directions. Also change the RPO name in the endorsed by section.

On to the fun part,

1. Add layers to the map. To do this, click on the  and a window entitled add data will appear. Scroll through the files on your hard drive until the shapefiles appear. Click on the planning boundary, roads, railroads, schools, rivers and streams, and anything significant to the area (i.e. airport, port, ferry, Blue Ridge Parkway, or lake). Click add.

*Note: These files should be copied to your hard drive from the S:\Shared\GIS data and should be clipped to your county.

2. Use the map tools to zoom in to the planning area boundary.
3. Right click on the layers to change the colors to the proper default symbols.

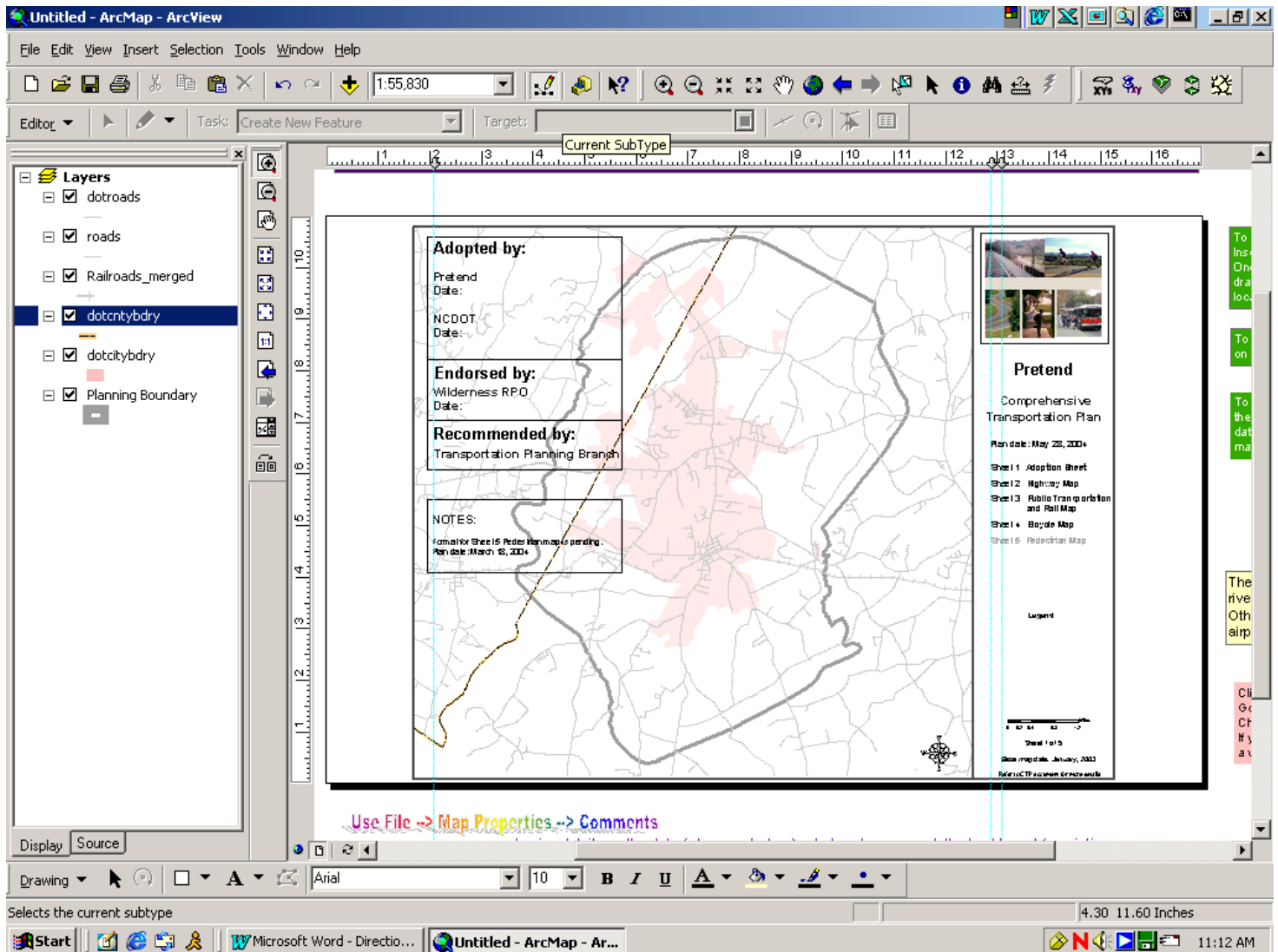
To do this, right click on the layer → properties → symbology → symbol button. The symbol selector window appears, click more symbols → add → S:\Shared\TPB Reference\Comprehensive Transportation Plan.style

The default symbols will appear. Click on the correct symbol such as Reference Roads, Reference Railroad, etc.

[If you are doing the cheating method, please skip to the directions found on page 9.](#)

5. The map should look similar to Figure 1.

FIGURE 1



There are two problems with this map up to this point found in Figure 1. Can you figure out what are those problems?

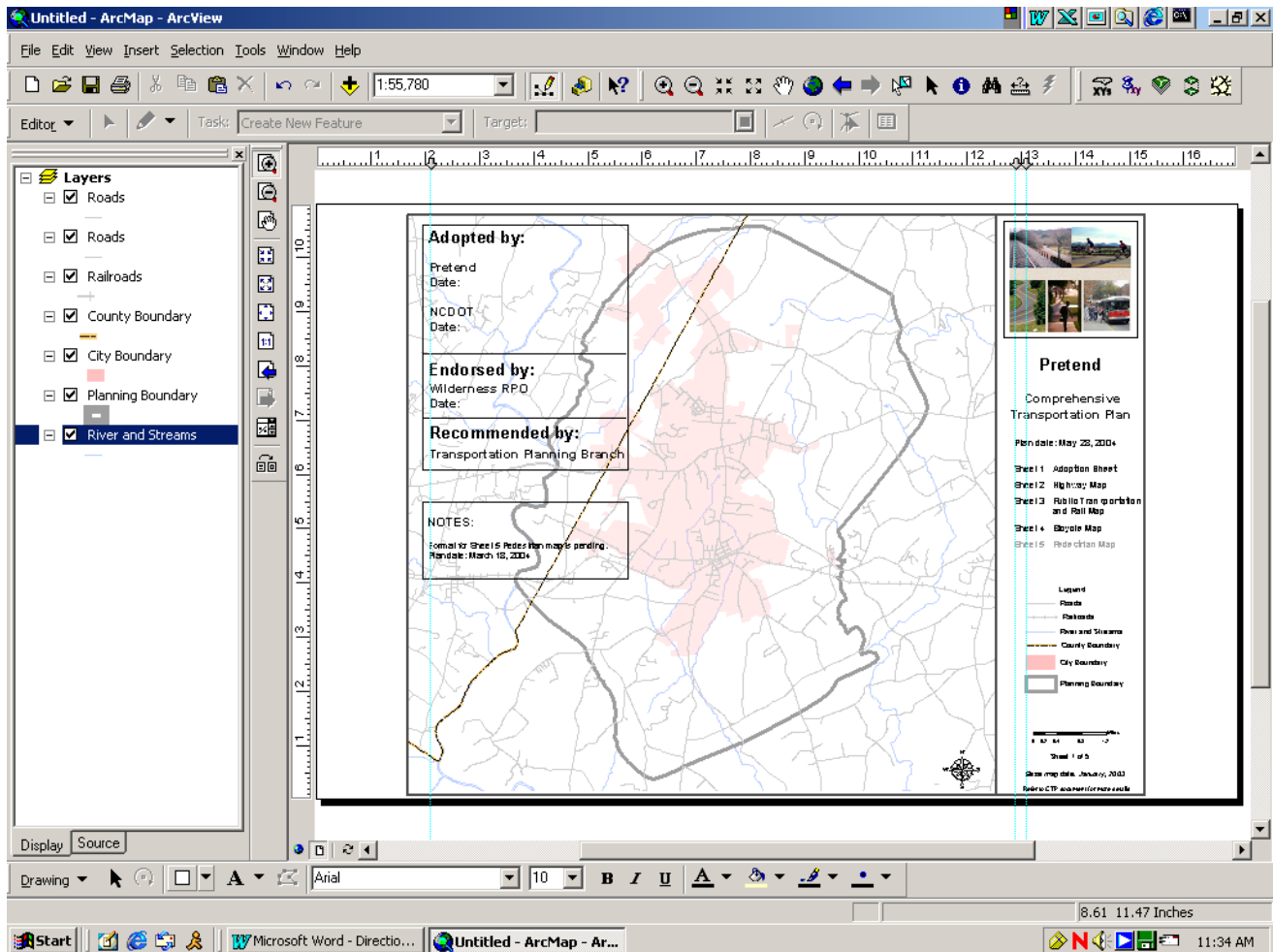
The first problem is that the directional boxes have not been deleted. To fix that, click on the boxes and click delete.

The second problem is that the layer window contains the layers with the proper symbols except the county boundary should be a polygon. The dotroads title should be changed to roads. Anything that is in the layers window will be written in the legend the same way. Therefore, the dotroads would not be appropriate in the legend and should be changed to roads. Change all of the layers to the appropriate names for the legend. Capitalization, spelling, and case sensitivity do make a difference in the legend.

The Legend on the Cover Map

1. Click on the legend text. Right click on this text → properties → items tab.
2. Click on a layer found in the map layers column and click on the > button.
3. Select a layer and click on the up arrow to move it up in the legend order. For example, the rivers and streams are last in the legend, but it looks better if it is before the county boundary. Click the ↑ to move it above county boundary.
4. Click okay.
5. The legend will appear. Select the legend and move it downward in the box. Center it in the remaining white space.
6. See Figure 2 for greater details.

FIGURE 2

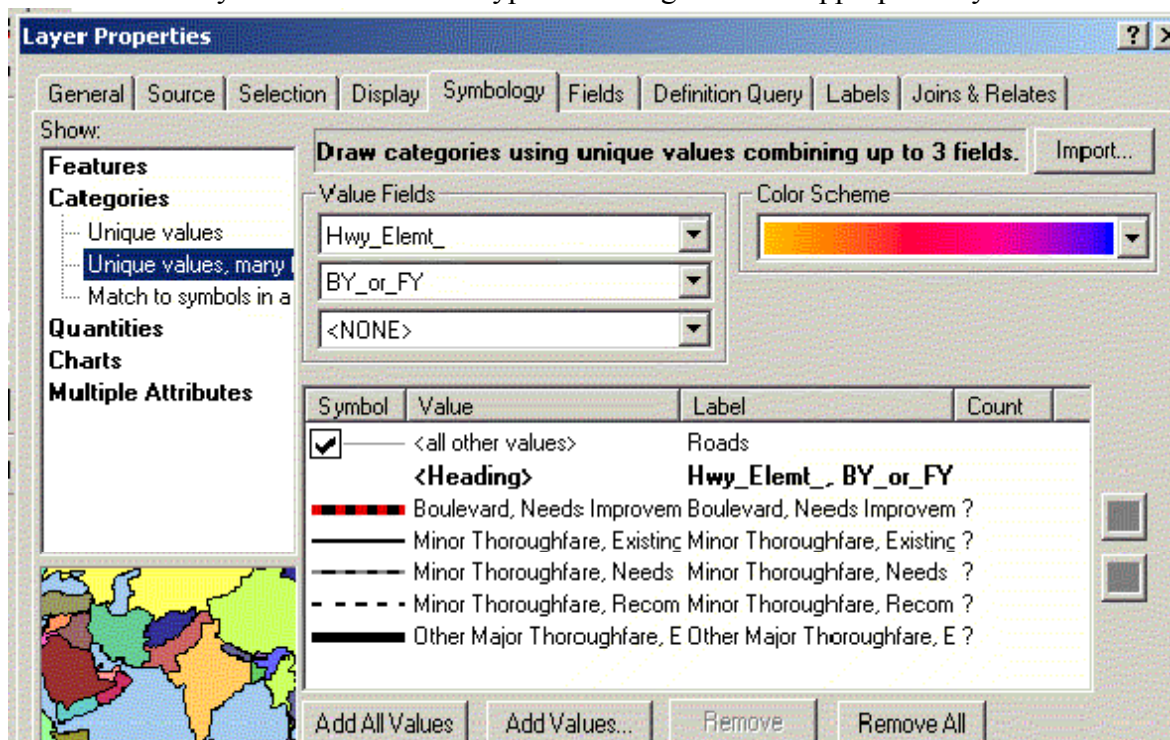


*Note the order of the legend and the order of the layers are not the same.

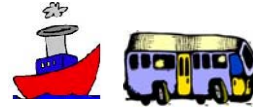
Before going to the next template, **click on view → bookmarks → create** and give the bookmark a name such as planning area. This will be very beneficial when creating the other template because it will enable the maps to have the same scale.

The Highway Map

1. Copy the directions for changing the plan date, planning area name, base map date, county name, and the comments.
2. Add the layers that were added to the cover map to this map and use the same directions.
3. Click on View → Bookmarks → Planning Area and the map will zoom into the same scale as the cover map.
4. Open the attribute table for the roads.
5. Depending on the naming convention for the fields, add fields with the adopted naming convention. At the time that the directions were written, there was not a naming convention. However, make sure the field names are documented in the metadata.
6. To show these types of improvements, right click on roads → properties → symbology → categories → unique values, many values
7. Under the value fields, click on the field names of each newly added field per the naming convention using the drop down windows.
8. Click on add values → click on complete list → add the selected values. Double click on the symbol for each road type and change it to the appropriate symbol.



The Public Transportation and Rail Map



1. Copy the directions for changing the plan date, planning area name, base map date, county name, and the comments.
2. Add the layers that were added to the cover map to this map and use the same directions.
3. Click on View → Bookmarks → Planning Area and the map will zoom into the same scale as the cover map.
4. Open the attribute table for the railroads.
5. Click on options → add field →
Depending on the naming convention for the fields, add fields with the adopted naming convention. At the time that the directions were written, there was not a naming convention. Feel free to add more fields to the data for understanding of where points are located, timing of routes, how often the route runs, or a company's name, but make sure you document the fields in metadata. Please contact the GIS person in the modeling unit for details on metadata.
9. To show these types of improvements, right click on roads → properties → symbology → categories → unique values, many values
10. Under the value fields, click on the field names of each newly added field per the naming convention using the drop down windows.
11. Click on add values → click on complete list → add the selected values. Double click on the symbol for each road type and change it to the appropriate symbol.



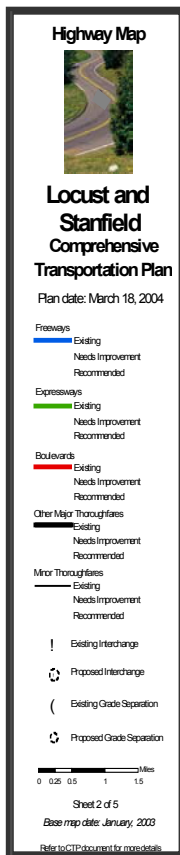
The Bicycle Map

1. Copy the directions for changing the plan date, planning area name, base map date, county name, and the comments.
2. Add the layers that were added to the cover map to this map and use the same directions.
3. Click on View → Bookmarks → Planning Area and the map will zoom into the same scale as the cover map.
4. Open the attribute table for the bicycle.
6. Click on options → add field →
Depending on the naming convention for the fields, add fields with the adopted naming convention. At the time that the directions were written, there was not a naming convention. Feel free to add more fields to the data for understanding of where points are located, timing of routes, how often the route runs, or a company's name, but document the fields in the metadata.
7. To show these types of improvements, right click on roads → properties → symbology → categories → unique values, many values
8. Under the value fields, click on the field names of each newly added field per the naming convention using the drop down windows.
9. Click on add values → click on complete list → add the selected values. Double click on the symbol for each road type and change it to the appropriate symbol.

A way to cheat the system for labeling each template individually....

(Following Rule #1 just happened to pay off today.)

1. Open the cover sheet template and follow the cover sheet directions.
2. Label the roads, lakes, rivers and streams, and county boundaries.
3. Save the map as _____ Cover Sheet.
4. Get your supervisor and head technician (Jim Neely) to review your labels before creating the other maps to make life easier.
5. Open another ArcMap window.
6. Open the highway template.



7. Click on the zoom to full extent button



8. Select the text, photo, and symbols in the highway template legend.



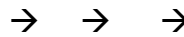
9. Click copy.

10. Click on the Cover Sheet window.

11. Click on the zoom to full extent button.



12. Select the Cover Sheet legend area.



13. Click the delete button to delete the legend.

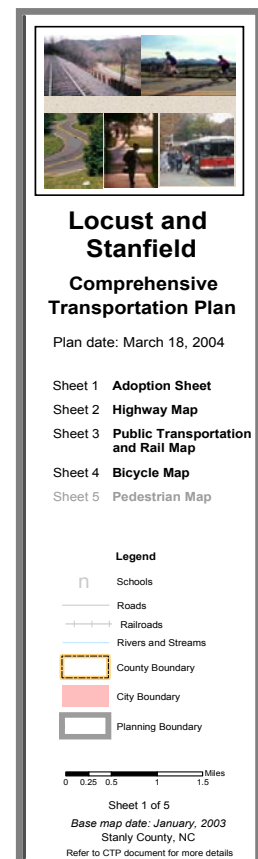
14. Click ctrl. V or paste.

15. Adjust the legend to look similar to the highway template. (More than likely the legend will need to be moved towards the north.)

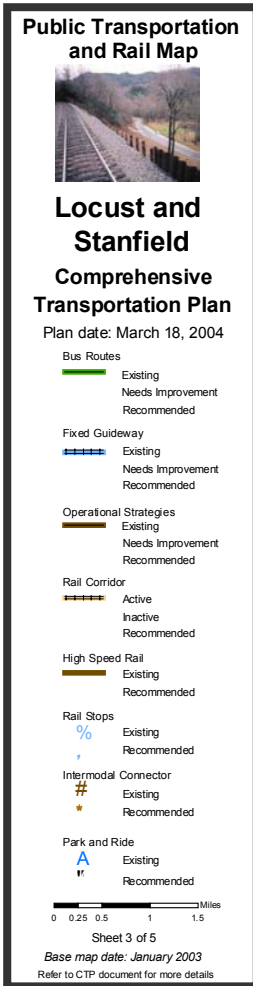
16. Resave this map as the _____ Highway Map.

17. Delete the Adopted by, Endorsed by, Recommended by, and notes boxes and text.

18. Save the map again.



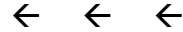
19. Open up the Public Transportation and Rail template in the window that contained the Cover Sheet Map.



20. Click on the zoom to full extent button.



21. Select the text photo, and symbols in the Public Transportation and Rail template legend.



22. Click copy.

23. Click on the _____ Highway Map window.

24. Select the Highway Map legend area. → → →

25. Click the delete button to delete the legend.

26. Click ctrl v or paste.

27. Adjust the legend to look similar to the highway template. (More than likely the legend will need to be moved towards the north.)

28. Resave this map as the _____ Public Transportation and Rail Map.

29. Repeat steps 16 through 24 for the Bicycle Map.

